# BIDDER INFORMATION AND STATISTICS

## Bidder Information

1) Provide the name of the Bidder (generally, the company name). If the Bidder is a joint venture, indicate the lead party.

*The “Bidder” is the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to the Build in Canada Innovation Program (BCIP).*

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2) If the proposal is submitted on behalf of a joint venture, please list all other parties. (Specify “N/A” if not applicable.)

3) Provide the mailing address of the Bidder:

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| Street name and address |  |
| City |  |
| Province/Territory | Choose an item. |
| Postal Code |  |

## Bidder Representative

4) Provide the full name of the Bidder Representative, including the title if applicable (Dr./Mr./Mrs./Ms./Rank).

5) Provide the Bidder Representative's title or role in the organization.

6) Provide the Bidder Representative's email address. **This email will be used for all official correspondence for this Proposal.**

7) Would you like to join the BCIP mailing list?

[ ]  Yes, please send program updates to my email address.

[ ]  No, thank you.

8) Provide up to two phone numbers for the Bidder Representative including extension.

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| Business: |  |
| Cell: |  |

## Outreach

9) How did your company initially learn about the BCIP? Select all options that apply:

[ ] Office of Small and Medium Enterprises (OSME) Regional Offices

[ ] National Research Council - Industrial Research Assistance Program

[ ] Buyandsell.gc.ca

[ ] Government website other than buyandsell.gc.ca

[ ] Representative at a trade show

[ ] Notified directly by a Government department

[ ] Press release

[ ] Business Association

[ ] Newspaper article

[ ] Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Statistical Information

10) The BCIP collects the following statistical information for aggregate reporting, which will not influence the evaluation of your proposal.

Size of business:

[ ]  Micro (1-4 employees)

[ ]  Small (Goods 5-99 employees; Services 5-49 employees)

[ ]  Medium (Good: 100-499; Services: 50-499 employees)

[ ]  Large (500+ employees)

Percentage of women in business ownership:

[ ]  0

[ ]  <50%

[ ]  50%

[ ]  >50%

[ ]  100%

Percentage of Aboriginal people in business ownership:

[ ]  0

[ ]  <50%

[ ]  50%

[ ]  >50%

[ ]  100%

Percentage of visible minorities in business ownership:

[ ]  0

[ ]  <50%

[ ]  50%

[ ]  >50%

[ ]  100%

 BCIP Challenge Call for Proposals

Proposal Submission Form

# **MANDATORY CRITERIA**

**MC-1 Canadian Bidder:** The Bidder must meet the definition of a Canadian Bidder. A Canadian Bidder is defined as a having a place of business in Canada where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.

☐ I certify that I meet the definition of a Canadian Bidder.

**MC-2 Canadian Content:** 80% of the financial proposal costs must be Canadian goods or Canadian services, as defined in the Canadian Content certification. Refer to Attachment 4 – Certifications and Additional Information

☐ I certify that I meet the Canadian content requirement.

**MC-3 Ownership:** The Bidder must be the owner of the Intellectual Property (IP) for the proposed innovation, or have a licence to the IP rights from a Canadian licensor for the proposed innovation and not be infringing on any IP rights.

☐ I certify that I am the owner or have a license for the Intellectual Property for the proposed innovation, and am not infringing on any IP rights.

**MC-4 Previously Submitted Innovations:** The proposed innovation or any other versions of the innovation must not have been previously awarded a contract in the Build in Canada Innovation Program (BCIP) or the pilot, the Canadian Innovation Commercialization Program (CICP), and it is not currently in a pool of pre-qualified proposals.

☐ I certify that the proposed innovation has not been awarded a contract through the BCIP or CICP, and the proposed innovation is not currently in a pool of pre-qualified proposals.

**MC-5 Commercial Sales:** The proposed innovation must not be openly available in the marketplace, and must not have been previously sold on a commercial basis as of the date of this bid submission. Refer to the [definitions](https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/program-specifics/bcip-definitions#commercialization) of Pre-Commercial Innovation and Commercial Sales.

☐ I certify that the proposed innovation is not available in the marketplace, and has not been previously sold on a commercial basis.

**MC-6 Maximum Funding:** The value of a potential BCIP contract must not exceed $1,000,000 CAD, not including applicable taxes, shipping costs and travel and living expenses, where applicable. Refer to Section Four: Financial proposal.

☐ I understand that the maximum contract value for a potential BCIP contract awarded under the Challenge Call for Proposals is $1,000,000 CAD.

## Acknowledgements

By submitting a proposal, the Bidder acknowledges that:

* The Bidder hereby offers to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.
* The Bidder Representative has the authority to submit this Proposal on behalf of the Bidder and to act as the Lead Contact for purposes of this proposal;
* All the information provided in this proposal is true and complete;
* If the proposed innovation or any other previous version of the innovation was previously included in a BCIP pool of pre-qualified proposals, the Bidder’s proposal validity period must have expired;
* The Bidder has read, understands, and acknowledges the instructions and the terms and conditions contained in all parts of the Call for Proposals solicitation;
* The Bidder understands that a signature may be requested later during the Public Service and Procurement Canada (PSPC) contract award process; and
* The Bidder does not have a proposal for the same innovation being evaluated under BCIP Call for Proposals 007 (EN578-17BCIP/A).

# **SECTION ONE – INNOVATION AND COMMERCIALIZATION**

## General Information

*This will be used to provide context to the proposal.*

1) Provide a name to uniquely identify the proposed innovation.

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2) Provide a brief summary of the proposed innovation that may be published online should your proposal be selected.

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*Word limit: 50 words*

3) Challenge Info

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| Challenge Name: Protecting Canada’s Soldiers with lighter and more durable resistant armourChallenge Notice: EN578-DB1701 |

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| **Assessment** |
| **The following areas will be assessed according to the Evaluation Grid:** |
| **MC4** | Previously Submitted Innovations |
| **SC1** | Innovation features or benefits |
| **PR1** | Competitive advantages and level of advancement over existing technologies |
| **SC2** | Technology Readiness Level & Safety |
| **PR2** | Features and benefits |
| **PR3** | Time and resources required |

## MC4: Previously Contracted or Pre-qualified Innovation

4) Has your company ever received a BCIP/CICP contract, or do you have an active pre-qualified innovation?

☐ Yes

☐ No

*An innovation can only be awarded one contract through the BCIP and CICP. A Bidder can participate more than once, as long as their innovations are sufficiently different.*

 *(If yes to 1.)* How is the proposed innovation different from the contracted or pre-qualified innovation? Be specific with regards to technical specifications and features, and include comparisons with all innovations that have received a contract with the BCIP/CICP or are presently pre-qualified, and **quantify** where possible.

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*Word limit: 500 words*

## SC1/PR2: Innovation features or benefits

5) Provide a technical description of the proposed innovation. Include specifications and detail how the proposed innovation functions in an operational setting.

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*Word limit: 200 words*

6) Indicate which of the definition(s) of innovation apply to the proposed good/service. Select all that apply:

☐ An [invention](https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/program-specifics/bcip-definitions#def-invention), new technology or new process that is not currently available in the marketplace.

☐ Significant modifications to the application of existing technologies/ components/ processes that are applied in a setting or condition for which current applications are not possible or feasible.

☐ An improvement in functionality, cost or performance over an existing technology/process that is considered state-of-the-art or the current industry best practice.

7) Describe the evidence (measured, quantified or observed data) to support how the proposed innovation meets the selected definition(s) of innovation above. Indicate how this evidence was obtained, for example, laboratory testing, beta client, third party testing.

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*Word limit: 400 words*

## PR1: Competitive Advantages and Level of Advancement over Existing Technologies

8) Describe in detail the competitive advantages and level of advancement over existing technologies. Include the following:

* Improvements (minor or major) over existing technologies or substitutes using direct comparison.
* How the proposed innovation will create competitive advantages in existing market niches or market spaces.
* Where appropriate, name existing technologies as well as competitors.

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*Word limit: 500 words*

## SC2: Technology Readiness Level & Safety

9) Select the appropriate [Technology Readiness Level](https://buyandsell.gc.ca/sites/buyandsell.gc.ca/files/trl_diagram_0.pdf) (TRL) for the proposed innovation.

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| *TRL 7 is the minimum acceptable readiness level for testing with BCIP.*  |
| **☐ TRL 7.** **Prototype ready (form, fit and function) for demonstration in an appropriate operational environment.** At this level the prototype should be at planned operational level and is ready for demonstration of an actual prototype in an operational environment. Activities include prototype field testing. |
| **☐ TRL 8.** **Actual technology completed and qualified through test and demonstration.** At this level the technology has been proven to work in its final form and under expected conditions. Activities include developmental testing and evaluation of whether it will meet operational requirements. |
| **☐ TRL 9.** **Actual technology proven through successful operations.** At this level there is actual application of the technology in its final form and under real-life conditions, such as those encountered in operational test and evaluations. Activities include using the innovation under operational conditions. |

10) Demonstrate that the proposed innovation is at TRL 7 or higher by describing the testing conducted to date and test environments. Your description should include:

* A description of the operational environment(s) in which the prototype has been tested; or,
* Evidence that a prototype of the proposed innovation is ready for testing in an operational environment at the time of bid submission.

*Word limit: 300 words*

11) Demonstrate that the proposed innovation is TRL 7 or higher by describing past and present technical challenges. Your description should include:

* Technical challenges that arose and were overcome during the development of the proposed innovation.
* Technical challenges remaining to be addressed in order to reach commercialization.

*Word limit: 500 words*

## PR3: Time and Resources Required

12) Describe the requirements of an end user to adopt the proposed innovation, such as installation and training. Include the following where possible and quantify:

* Time and resources required from the end user in a typical adoption
* Minimum technical requirements needed to adopt the proposed innovation

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13) What is the approximate planned acquisition cost at which the proposed innovation will be sold **in commercial markets**? This estimate should reflect the costs required to maximize the key features and benefits described in the proposal.

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| **Costs** | **Amount ($CAD)** |
| Goods |  |
| Services (excluding installation) |  |
| Training / Installation |  |
| Other costs |  |
| Total costs |  |

14) Explain the 'Other' costs included in the table. Specify N/A if not applicable.

*Word limit: 100 words*

15) In addition to the acquisition cost, estimate and explain the annual costs that a commercial end user would incur to operate and maintain the proposed innovation (e.g. recurring costs such as software licenses).

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*Word limit: 100 words*

16) Describe the organizational impact of an end user installation or adoption of the proposed innovation. Include the following:

* Organizational changes required
* Challenges of a typical installation or adoption
* How these challenges are addressed

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# **SECTION TWO – CHALLENGE**

## General Information

*This will be used to provide context to the proposal*

1) Outline the function of the proposed innovation in the described Challenge Environment

*Word limit: 300 words*

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| **Assessment** |
| **The following areas will be assessed according to the Evaluation Grid:** |
| **SC3** | Alignment to Challenge |
| **PR4** | Capacity to Solve the Challenge |
| **PR5** | Benefits to the stakeholders  |

## SC3/PR4: Alignment to Challenge/Capacity to Solve the Challenge

2) Outline key technical features of the innovation and determine how the innovation addresses the characteristics of the specified challenge. Include details on the innovation’s intended operation within challenge environment.

*Word limit: 750 words*

3) What are the installation and adoption requirements for the end user specified in the challenge?

*Word limit: 300 words*

## PR5: Benefits to Challenge Stakeholders

4) What are the benefits from the proposal’s outcome to the relevant stakeholders specified in the challenge? Include, at a minimum, identification of stakeholders and the opportunities for information sharing, and or awareness, operational efficiencies, and other benefits.

*Word limit: 400 words*

# **SECTION THREE – BCIP TEST PLAN**

## General Information

*This will be used to provide context to the proposal.*

1) Based on your innovation and proposed test plan, apart from the Challenge Sponsor, what other federal government organization(s) could have a need for your innovation?

*A Bidder is not required to have a federal government organization pre-identified.*

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*Word limit: 200 words*

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| **Assessment** |
| **The following areas will be assessed according to the Evaluation Grid:** |
| **SC4** | Certifications, licences, and approvals to ensure safe use by testing departments in an operational setting |
| **PR6** | Objectives and scope of the BCIP test plan |
| **PR7** | Risks of and risk mitigation strategies of the BCIP test plan |

## SC4: Certifications, Licences, and Approvals

2) Demonstrate that you have obtained the certifications, licences and approvals required to safely test the proposed innovation in an operational setting. If none are required, explain why. Your answer should:

* List the certifications, licences, and approvals obtained to date for the proposed innovation, and specify the regulatory bodies and requirements of the referenced certification(s) as they apply to the usability of the proposed innovation for testing. For example, if the proposed innovation is a medical device, indicate the class of medical device and whether you possess the appropriate license, e.g. Medical Device License (MDL)
* Provide details on certifications, licences, and approvals left to obtain that are not required for testing but are required before commercialization
* Describe any unconcluded performance or quality assurance testing required to ensure safe use by test departments.

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## PR6: Objectives and Scope of Test Plan

3) Describe your proposed BCIP test and how it would be performed in the federal government. Include the following:

* Objectives of testing the proposed innovation, i.e. what would constitute a successful test.
* The environment(s) required to test the proposed innovation (e.g. laboratory, field).

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*Word limit: 300 words*

4) To assist with the assessment of whether the test plan is feasible, identify the resource requirements for the training, configuration, installation and operation of the proposed innovation. Include the following:

* The required physical resources to be provided by the test department, such as equipment, infrastructure, or utilities
* The anticipated human resource requirements of the test department related to training, installation, configuration and testing of the proposed innovation
* Potential challenges in the adoption of the proposed innovation by a typical end user

*Word limit: 200 words*

5) Provide the specific performance metrics that would be measured and verified through the proposed BCIP test of the innovation. Responses should be specific and include the following, where applicable:

* Technical metrics to be measured
* Benefits/ impacts to be measured (provide specific metrics)
* The methods used to verify these metrics, including the source and frequency of data collection
* The expertise required to assess the results of the BCIP tests or previous tests
* Any other requirements needed throughout the innovation's testing period

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6) Estimate the total number of weeks required to test the proposed innovation. This should take into account concurrent activities, seasonal cycles, weather phenomenon, or other factors.

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## PR7: Risks and Risk Mitigation Strategies of the BCIP Test Plan

7) What are the potential risks and risk mitigation strategies of your proposed test plan? Consider:

* Risks to the test department’s equipment, data, personnel or operations
* Risks to broader population, infrastructure, or information
* Risks and consequences of the innovation failing or underperforming during testing.

Note that **the mitigation strategies,** not level of risk, will be assessed in PR7. The amount of detail provided for each mitigation strategy should be relative to the level of risk.

*\*The Level of Risk will be calculated according to the BCIP Risk Rating Matrix*

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| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Mitigation strategy** |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
| [Add rows as needed] | [rare/unlikely/likely/almost certain] | [insignificant/minor/moderate/major] |  |

*Word limit: 100 words for each row of the Mitigation strategy column.*



# **SECTION FOUR – FINANCIAL PROPOSAL**

## Financial Proposal for BCIP Test Plan

*This section will be used to validate MC6 Maximum Funding*

Provide the specific costs for Canada to procure and test the proposed innovation within the context of your proposed BCIP Test Plan.

The Financial Proposal should address the following cost elements for testing the proposed innovation in an operational setting, (applicable taxes extra, as appropriate). All labour rates must reflect all-inclusive firm rates (e.g., firm per diem rate, firm hourly rate, inclusive of overhead and profit).

All costs outlined below should be a firm, all-inclusive price.

Costs not to be included in the Financial Proposal, include costs such as shipping, transportation, travel and living costs. These costs will be negotiated separately following pre-qualification during the contract award process and prior to contract award, and will be paid at actual cost without mark up.

*Definitions for the costs below are listed further down below. Test department costs (e.g. Testing Department employees’ salaries, etc) are not eligible.*

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| --- | --- |
| **Cost** | **Amount ($CAD)** |
| Innovation  |  |
| Installation |  |
| Training |  |
| Support Services |  |
| Other Direct Costs (Includes testing and results analysis)  |  |
| Total Costs ($) |  |

Provide a rationale for the “Total Costs” value above.

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*Word limit: 200 words*

Innovation Cost:

Innovation Cost must reflect the total purchase or lease price of the innovation, including quantity. For example, if the innovation is a good, and testing requirements indicate that a quantity of three must be tested, identify the total cost of all three. This cost should also include operating instructions or manuals and peripheral items that will be commercially sold with the innovation, such as cables, batteries, etc. If the proposed innovation is a service, the Bidder must identify the labour costs.

Installation Costs:

The installation costs should only be applied if the Bidder must perform the installation (as opposed to the Testing Department), and should reflect the costs related to labour for the installation, configuration, integration or other related tasks, such as uninstalling the product. In the event additional equipment is required in support of the installation, those costs should be identified in the Other Direct Costs section described below.

Training Costs:

Training costs should identify the labour, instruction materials (other than the operating manuals detailed above), slideshow presentations, and any other material required to train the applicable resources in the installation, operation and maintenance of the innovation, as appropriate. Training costs must not include the development of such material, but may include some anticipated customization the Bidder believes may be required for a Testing Department.

Support Services Costs:

Support services costs should identify the price paid to support the Testing Department during the test period, or to support the innovation. These costs can be associated with technical support (help desk) or could include support services expressed as labour provided on-site at the Testing Department’s facilities. The cost must not include travel and living expenses.

Other Direct Costs:

Other direct costs should include costs that relate directly to the provision of, and testing of, the innovation, (e.g. equipment, materials and supplies, rentals, etc.) that are required for the testing and will be provided by the Bidder. These costs are subject to negotiation following pre-qualification and prior to contract award. Such costs will only be accepted where the Testing Department does not have the material.

The total direct cost must reflect the actual cost without markup.